

REQUEST FOR PROPOSAL

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

ADDENDUM DATE: May 6, 2004

RFP Title: Distribution Center Storage and Inventory Management System Project

RFP Number: RFP #04-005 AT

Due Date/Time: May 27, 2004 - 2:00 P.M.

Buyer: Alan Terhune, alan.terhune@metrokc.gov, 206-684-1067

Notice is hereby given that the solicitation document cited above has been amended or revised. The revised or changed sections are more fully explained below.

NOTE: Reference No. identifies the change.
Location identifies the material in RFP 04-005 AT changed by this Addendum.

Listed below are questions with the County's responses:

Section: Definition of Words and Terms

1. *Competitive Range: Who are the Proposal Evaluators?*
Project Manager; Buyer, and 2 warehouse staff members. Other staff may assist in reviewing the proposals.
2. *How is the Competitive Range established?*
Please see page 5 of the RFP for the definition of Competitive Range.
3. *Will the Competitive Range criteria be published?*
Please see page 19, Section 2.11 "Public Disclosure of Proposals."
4. *Software Documentation: What is the purpose to King County with documentation that provides this level of detail?*
Please see page 46, Section 6.6 "System and Software Documentation." The level of detail should be consistent with industry standards. The purpose of the level of detail is to keep the integrated system fully functional and address industry standard issues.

SECTION 1.17 Proposal Price and Effective Date

5. *Is the vendor responsible for acquiring and providing network wiring, file server, all third party software, and new personal computers?*
Please see page 47, Section 6.8 "Hardware." Network wiring, and the file server are pre-existing. Minor wiring connections may be required. Third party software consisting of Microsoft's XP will be provided by the County. The proposer will provide all other Software.

This Request for Proposal Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

6. *The proposal requires a 200-day life. If a May proposal with execution in August why is this a requirement. The concern here is the current unstable steel market.*
The contract will result from negotiations, and may change from the initial proposal response, to the best and final offer.

Section 2.5. Proposal Scoring and Priority

7. *How does the scoring system work, overall?*
Please see page 18, Section 2.5 and the table entitled "Evaluation Criteria."
8. *How will the Installation Plan be evaluated? What criteria are necessary to satisfy the Installation Plan?*
Please see page 18, Section 2.5 and the table entitled "Evaluation Criteria."
9. *How is compatibility to the Server and Operating System environments measured? How many points are granted, or deducted, if an aspect of this requirement cannot be met – for example, what if the operating system or database platform was compatible, but not an exact fit?*
Please see page 18, Subsection 2.5.1. There is a total possible score of 10 points.
10. *How will the compatibility of the horizontal carousels be determined?*
The added carousels need to function within the integrated system.
11. *Weight of carousel pricing will favor used equipment, however contract may be awarded not based on lowest price. This seems to contradict itself?*
Please see page 18, Section 2.5 and the table entitled "Evaluation Criteria." There are numerous qualities of the proposal, which will be evaluated, not just the carousels.
12. *How will the compatibility of the proposed inventory management software be judged?*
The Inventory Management Software must function within the integrated system.
13. *Does off-the-shelf software score more points than customized software?*
Software which does not require proprietary programming code to customize is preferred.
14. *How will compatibility of the wireless solution be judged?*
Please see page 18, Subsection 2.5.3. "Number of completed similar projects."
15. *How many comparable system installations is required to score the maximum number of points?*
One or more successful installations as verified by customer references.
16. *How do the references factor into this scoring?*
Please see page 18, Subsection 2.5.3. "Business ...Financial references" for a possible total of 20 points.
17. *Does the price of each category of pricing carry an equal weight for scoring?*
Pricing will be scored against the narrative within the proposal for a possible score of 40 points.
18. *Is price being compared to an internal budget, or just relative to other potential vendors?*
Pricing is competitive and will be considered against the available project budget.
19. *Has a budget been established for this project?*
Yes.

20. *Can you share with us your budget range, or a not to exceed budget amount?*

Budget information is being withheld so as not to limit the best possible proposal.

21. *What happens if all of the vendors come in above the budgeted amount?*

The items of greatest value and need will be chosen and negotiated within the value of the available budget.

22. *Is it appropriate to breakout pricing for software based on significant functional requests that increase cost and scope?*

Yes. The greater the informational choices, the more the proposal may be tailored to King County's needs.

23. *In other words, in areas that fall outside standard off-the-shelf functionality, should price be broken out to reflect these requirements?*

Yes. There may be more cost effective ways of solving system integration than with a choice of one off-the-shelf Software product.

Section 4.18 Intellectual Property

24. A-4: *Can carousel software and inventory software be set up on different contracts?*

As a proposal option this arrangement may be presented and evaluated.

25. A-4: *Does this mean that King County intends to own and modify the source code for the software, or is this simply to express the need for software and documentation in Escrow in the event of bankruptcy by a vendor or vendors?*

The escrow agreement will serve to protect the County should the Software vendor declare bankruptcy, or abandon the Software. The County does not wish to own or modify the source code in and of itself.

26. *We are of the understanding from the RFP that a standard, off-the-shelf, solution is the ideal solution, which we plan to provide, but this statement appears to provide King County with source code to make their own modifications.*

As above, the Source Code would be maintained in Escrow and only accessed in the event the manufacturer declared bankruptcy, or abandoned the Software.

27. C-1: *We presume that Work does not include pre-existing Intellectual Property, and would be limited to any software created specifically for King County, where the software did not previously exist. For example, the PDA/Wireless solution may fall into this category. Please clarify this point.*

Reference to Pre-Existing Intellectual Property may be found in Section 4.18, B on pages 36 and 37. Any exceptions to this language should be included with the proposal.

Section 6.1 IMPLEMENTATION

28. *Second paragraph: Does the County require other interface programs to be developed?*

Only those programs, which are needed to fully, integrate successful system operation.

29. *If so what are these? It may make sense to understand these and how they relate to creating synergy with the proposed solution.*

This is general boilerplate language. It may be that at a later date that a program such as Oracle may need to function with this system.

Section 6.4 BACKGROUND

30. *Are hot picks required? I.e. overriding the batch picking process.*

Yes.

31. *6.4 B: Some of the carousel controls and light trees may now be unsupported. It would be beneficial to upgrade these items to current levels to allow the latest software solution to operate correctly and efficiently. Has any budgetary allowance been made to upgrade carousel controls, i.e. White Systems CIB or IPC to current CIC-332 controller.*

No specific budget has been allocated for this type of upgrade. This upgrade may be needed and could be added to the proposal.

32. *6.4 C: Last paragraph: The 10-year life span for the project does not mention percentage of growth. Is any data available as to expected increase in distributors, locations, timetable volume etc.?*

Anticipated growth percentages are not available at this time.

Section 6.8 HARDWARE

33. *First paragraph: Does this mean that King County will provide all network wiring for all PDA docks, computers and file server?*

Yes.

34. *Define dimensions and weights of product types to be stored in carousels.*

Each bin will store 2 boxes. Each box measures 10"H X 10 ½"W X 15 9/16"D. Each box contains paper bus schedules and weighs on average of 40 pounds.

35. *6.8 A,3: A separate lift table or enlarge the current lift table?*

One additional lift table. Each lift table addresses 2 carousels. A separate lift table is required for each pair of carousels.

36. *6.8 A,5: Only 1 vertical light tree is required for a pair of carousels.*

Clarification: Provide 1 Vertical Light Bar for the 2 added carousels.

37. *6.8 A,6: Please explain shared pick locations. Assuming you mean a batch picking station.*

38. *The lift table area may be designated as a "shared pick station" where up to 8 orders may be entered and then worked upon at one time.*

39. *6.8 A,7: Will the vendor supply the monitor?*

No. The County will supply all personal computers, monitors and servers.

40. *6.8 A, 9: Does this mean that a single computer will be used to control all carousels, or that two sets of two carousels will be controlled by two separate computers?*

Clarification: A separate computer terminal will operate each pair of carousels.

41. *6.8 A, 12: Please define the size & length of conveyors required?*

Clarification: There is a need for 5 added conveyer racks, each 1' 7" Wide X 10' long. The height near the lift table is 2' 9 ½" and the lower end is 2' 5." These additional conveyer racks pose an access problem for the warehouse forklift. If the added conveyer racks are anchored to the floor, there would not be sufficient room to allow access to the existing lift table. Access to the lift tables by the forklift is infrequent, and may be solved by the use of a temporary conveyer rack that may begin at the added lift table, and continue to

the existing lift table. This rack would allow the forklift access to the lift table closest to the open space in the warehouse. Other solutions are welcome as those suggested here may not be the best or the most efficient.

42. 6.8 B: Does King County have a preference for make and model of PDA device?

No preference exists for any specific PDA device.

43. Does King County want industrial grade units or lower-end units?

Please provide options and list the advantages of each type of device within the proposal.

44. 6.8 B: Please provide a complete description of the current wireless application, including operating procedures, screens, and all functionality

A handheld unit (manufactured by Symbol) is used to scan the bar code rack identification in the field. Pocket identification (bus timetable route number) is entered, followed by an order quantity. On completing entries for the rack, the Symbol hand held device is placed in a cradle in a vehicle, and the order information is sent via modem, and received in the form of a flat file on a local file server near the warehouse. The order information is accessed by the warehouse person, and used to fill a tote with the ordered timetables.

45. 6.8 B, 4: What data has to be uploaded to the unit?

Customer usage, route information, invoice and order data.

46. 6.8 B, 4: Batch or continuous data transfer?

Either Batch or Continuous data transfer is acceptable.

47. 6.8 B, 4: Real time or interval?

Either Real Time or Interval is acceptable.

48. 6.8 B, 5: Describe the labeling that must be done on the PDA.

Clarification: This line should have read: Allow Macro / Function Keys For Routine Tasks. Labeling is not a required function for the PDA.

49. 6.8 B: Also, there did not seem to be a request for portable bar code printers anywhere. Could you please explain what kind of solution you are looking for?

Portable Bar Code Printers are not addressed nor needed at this time

50. 6.8 B, 6: What ad-hoc information is required to be captured?

Ad-hoc information needs to be entered into a comment field which will store customer information such as changes in location, contacts, and or delivery alerts.

51. B-10: Edit or view only capable?

The comment field shall be capable of being edited.

Section 6.9 Software / Inventory Management System

52. 6.9 A, 2: Repeat of a previous note: Some of the carousel controls and light trees may now be unsupported. It would be beneficial to upgrade these items to current levels to allow the latest software solution to operate correctly and efficiently. Has any budgetary allowance been made to upgrade carousel controls, i.e. White Systems CIB or IPC to current CIC-332 controller?

No specific budget has been allocated for this type of upgrade. However it appears to be needed and should be added to the proposal.

53. 6.9 A, 16: *What data needs to be edited on the computer? Does this refer to order/pick data?*

The warehouse person needs to have the capability of adjusting quantities at the time of making a pick; correct input errors received from the field, and to alert the field person of the changes.

54. 6.9 A, 17: *What data needs to be edited?*

Correct errors received from field staff, adjust quantities, add or update customer information.

55. 6.9 A, 18: *What data fields need to be 50 bytes?*

A "comment" field, which may be used for delivery, contact information and list customer preferences.

56. *Why is this a requirement?*

This field is necessary for information to gain access to the information rack site.

57. 6.9 A, 19: *Please fully explain this requirement and the purpose it serves.*

Time intervals are used to purge blocks of data within the customer usage data set in relation to their expiration dates.

58. 6.9 A, 20: *Why are time intervals important, and how are they used?*

Warehouse materials expire after various time periods. Timetables expire 3 times per year, as brochures expire at irregular intervals. The grouping of expiring materials also assists in the set-up for adding new replacement items.

59. 6.9 A, 21: *Please describe the concept of an "account" as it relates to your business requirements.*

An "account" is the customer's identification number.

60. 6.9 A, 23: *What is the purpose in storing images?*

Images of customer racks and installations will be linked with customer identification.

61. *How are images used?*

Image usage information is used to monitor efficient distribution of materials.

62. 6.9 A, 29: *What inventory classifications are required?*

Several, including but not limited to timetables, brochures, posters, 3 types of plexi panels, tabletop display units, signage change supply inventory, packaging types and sizes.

63. 6.9 A, 30, 31: *Please describe why both FIFO and LIFO are requirements in the system*

These functions are infrequently used for special projects where a large quantity of one or more items may be warehoused until needed.

64. 6.9 A, 30, 31: *How will these work in conjunction with each other?*

FIFO and LIFO will operate independently and be used on an as needed basis.

65. 6.9 A, 32: *Does Lot Number Classification mean to capture and track lot numbers as these are related to inventory, or is there some other meaning?*

Lot Number Classification is related to inventory.

66. 6.9 A, 35: *Does the pick and put by light refer only to automated control of the light devices as part of the carousel control, or is there an off-carousel requirement for this?*

The Pick and Put To Light Devices is for both automated control and for off of carousel locations as well.

67. 6.9 A, 38: *Please describe what Pick Banding means to you and the functionality you need.*

Pick Banding allows the combining of several information rack's timetables to be distributed within a defined geographical area. This method allows more efficient picking and delivery of timetables by a distributor.

68. 6.9 A, 44: *What data elements are tied to Individual Distributor Areas?*

Information linked to Individual Distributor Areas concern: The number of customers in route groups; the quantity of each timetable distributed per route, or per distributor, and the total number of items distributed by each distributor.

69. 6.9 A, 46: *Please describe your ownership and contact information requirements.*

Items, such as brochures need to be tracked for billing, contact, phone, re-ordering and distribution preference information.

70. 6.9 A, 52: *What is a kit in terms of your operation?*

A Kit is a package of initial quantities of timetables, or a standard order of timetables required by the customer on a regular basis.

71. 6.9 A, 52: *Where do kits come from, and what do they consist of?*

A Kit is filled by the warehouse person, or a distributor during schedule change from the carousels and consists of items that will fill an empty information rack.

72. 6.9 A, 53: *Do you require a kit-building module in the inventory system, or are kits some other relationship in the data?*

A Kit building module will be needed.

73. 6.9 A, 63: *Pocket Quantity: Please describe use and purpose.*

A Pocket is 2" deep. Depending on the number of pages to a timetable, the pocket may hold 25, 50, 75, or 100 timetables. Pockets exist on information racks.

74. 6.9 A, 63: *Number of Timetable Pockets: Please describe use and purpose.*

The number of Timetable pockets, which exist on an information rack

75. 6.9 A, 63: *Number of Brochure Pockets: Please describe use and purpose.*

The number of Brochure pockets, which are larger than a timetable pocket, that exist on an information rack.

76. 6.9 A, 63: *Number of Map Panels: Please describe use and purpose.*

Map Panels consist of a plexi panel to which a number of pockets may be attached. The Map Panel may be installed on walls or on a metal frame as a stand-alone display.

77. 6.9 A, 63: *Orders to Date: Please describe use and purpose.*

The number of deliveries that a customer has received during a specified time period.

78. 6.9 A, 63: *Rack Type: Please describe use and purpose.*

The configuration of a customers display, indicating the number of pockets, maps, etc.

79. 6.9 A, 63: *Region: Please describe use and purpose.*

Region is currently used to indicate the distributors identification, and is also used as an alternate method of sorting and reporting data.

80. 6.9 A, 63: *Sub-Region: Please describe use and purpose.*

A Sub-region is currently an assigned number which corresponds to a customer business type such as library, senior center, County facility, private employer, grocery, pharmacy, post office, bank etc.

81. 6.9 A, 63: *Current Season: Please describe use and purpose.*

Current Season is a service change designation indicating one of three periods: Fall, Spring or Summer.

82. 6.9 A, 63: *Current Year: Please describe use and purpose.*

Current year is the numeric year of 2004.

83. 6.9 A, 63: *Next Rack ID: Please describe use and purpose.*

Next Rack ID is a unique bar code identifier given a new customer.

84. 6.9 B: *What level of data encryption is required over wireless system?*

A specification for the level of encryption has not been assigned.

The remainder of this RFP document is unchanged. Please acknowledge this addendum in the space provided in **ATTACHMENT A, Proposal Response Form**.

If you have any questions, please contact the undersigned at alan.terhune@metrokc.gov , (206) 684-1067, or FAX (206) 684-1470

This Addendum #1 shall be attached to and made part of RFP #04-005 AT.

Note: This Addendum and RFP 04-005 AT are available on the Internet at <http://www.metrokc.gov/finance/procurement>. Potential Proposers must contact the buyer at alan.terhune@metrokc.gov to ensure they receive any subsequent addenda revising or clarifying RFP 04-005 AT.

Issued by: _____

Alan R. Terhune
Buyer, CPPB